



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



PROMOTIONAL

HOSPITAL GENERAL SERVICES ADMINISTRATOR I

6FV20

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR: Fairview Developmental Center

**COMPETITION LIMITED TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with Fairview Developmental Center as of the final filing date, in order to take this examination.

**FINAL FILING DATE:** December 30, 2016 by 4:30 p.m.

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from the California Department of Human Resources website at <http://www.calhr.ca.gov>. Applications are available and MUST be filed in person or by mail with:

FAIRVIEW DEVELOPMENTAL CENTER  
PERSONNEL/TESTING OFFICE  
2501 HARBOR BOULEVARD  
COSTA MESA, CA 92626

**DO NOT SUBMIT APPLICATIONS TO THE DEPT OF CALIFORNIA HUMAN RESOURCES**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**NO WRITTEN TEST IS REQUIRED**

The entire examination will consist of an interview.

**QUALIFICATIONS APPRAISAL:**

It is anticipated that interviews will be held during January 2017.

**SALARY RANGE:** \$4141-\$5126

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include: "to" and "from" dates (month/day/year); time base; and class titles. Applications received without this information will be rejected.

**EXPERIENCE:**

One year of supervisor experience in the area of janitorial/housekeeping, laundry transportation, clothing center management, procurement, property and equipment, ware housing, or business services. (Additional education in hospital or health care administration, or a one year internship in a hospital or its equivalent, may be substituted for the required experience on a year-for-year basis.)

And

**EDUCATION:**

Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis of one year of experience for two years of education).

**Special Personal Characteristics:** Sympathetic understanding of the problems of hospital patients and clients.

**THE POSITION**

Under direction, to assist in planning, organizing, or coordinate and administer the general services operation at a State and to do other related work.

**EXAMINATION INFORMATION**

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**Qualifications Appraisal - Weighted 100.00%**

**Scope:**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**A. Knowledge of:**

1. Materials, equipment, methods, and occupational classifications used in the general services function of the State hospital
2. Principles, procedures and techniques of administering a large complex of service support functions.
3. Principles and practices of personnel management, effective supervision and staff development.
4. Safety principles.
5. Record keeping and reporting procedures.
6. State and Federal law and rules affecting the general services operation of a State hospital.
7. Licensing and certification requirements which affect State hospital operation and administration.
8. Hospital organization.
9. Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

**B. Ability to:**

1. Plan, organize, direct and evaluate the work of general services personnel.
2. Identify the need for and implement changes in delivery of services.
3. Maintain production standards and schedules.
4. Analyze situations accurately and take effective action.
5. Effectively promotes equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST INFORMATION:**

A subdivisional promotional eligible list will be established for **Fairview Developmental Center** only.

The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' preference credits will not be granted in promotional examinations.

SEE REVERSE FOR ADDITIONAL INFORMATION

HOSPITAL GENERAL SERVICES ADMINISTRATOR II  
KM30 - 4754

FINAL FILING DATE: December 30, 2016

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the ten-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**BACKGROUND INVESTIGATION:** Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

## GENERAL INFORMATION

It is the candidate's responsibility to contact the Fairview Developmental Center's Testing Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Fairview Developmental Center's Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from California Department of Human Resources website at <http://www.calhr.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**THE STATE PERSONNEL BOARD** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DT/O (Rev. 10/86), FDC 11/16

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

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**DEPARTMENT OF DEVELOPMENTAL SERVICES** - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020  
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

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**Canyon Springs**  
69-696 Ramon Rd.  
Cathedral City, CA 92234  
Public: (760) 770-6260  
TDD: (760) 770-2590

**Fairview  
Developmental Center**  
2501 Harbor Blvd.  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5512

**Porterville  
Developmental Center**  
26501 Avenue 140  
Porterville, CA 93257  
Public: (559) 782-2222  
(559) 782-2322

**Sonoma  
Developmental Center**  
P.O. Box 1493  
Eldridge, CA 95431  
Public: (707) 938-6339  
TDD: (800) 735-2929

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TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.